

# Spotlight



## on Student Assessment and Accountability

November 5, 2015


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Key:  supports and accommodations information

 information Tech Coordinators also need to know

### Spring 2016 M-STEP Off-Site Authorization Request

The window to request an off-site administration of the M-STEP will open on **Monday, November 9, 2015, and runs through Friday, January 15, 2016**. In most circumstances schools will administer the 2016 M-STEP at the school. In the event an off-site administration is needed, for example for virtual schools that do not have a physical location, a **Spring 2016 Off-Site Test Administration Request** must be completed by January 15, 2016.

The Off-Site Test Administration Request must be completed by the District M-STEP Test Coordinator. A separate request is required for each school or off-site location. Please be prepared to provide the following information:

- District and school names and codes
- District M-STEP Test Coordinator Contact information (name, email address, and telephone number)
- Reason for the off-site request
- Address and type (i.e., central office building, community college, community center, etc.) of the proposed off-site facility
- Description of the off-site location in terms of
  - ▶ Safety
  - ▶ Testing environment
  - ▶ Test security
- Grades to be tested at the off-site location
- If testing online at the off-site location, provide information on how you will ensure the site has adequate local device connectivity (i.e., dedicated or shared Wi-Fi Access Point, wired network connection, Wi-Fi hotspot, etc.) and Internet

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bandwidth capacity. Describe the testing hardware that will be used with the Testing Site Manager (TSM) and anticipated number of simultaneous test sessions. Please refer to the Technology User Guide for additional information. The [Technology User Guide](#) can be found on [eDIRECT](https://mi.drctdirect.com/) (https://mi.drctdirect.com/) in **Documents**.

- Plan for providing designated supports and accommodations to students at the off-site location
- Name, title, and telephone number of the staff member who will supervise the off-site testing
- Names and titles of the test administrators and proctors who will provide testing at the off-site location

To request access, go to the [Spring 2016 M-STEP Off-Site Authorization Request](https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/) (https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/).

Questions? Please email [baa@michigan.gov](mailto:baa@michigan.gov).

## ELA and Mathematics Claim Scores in the 2015 M-STEP Data Files and Reports

Please be aware that student **claim** scores are calculated differently, on a different scale, than a student's **overall** score for English language arts, and mathematics. Claim score information on reports is meant to be a visual indicator of a student's progress in that particular claim. A green check-mark indicator means the student is Near/At or Above Proficiency for that claim. A red X indicator means that the student is Below Proficiency for that claim. **Note: Visual indicators appear in reports, not data files.**

Claim score reporting is a new area of reporting for us that we will continue to refine over the coming years. Please do not try to make connections between the claim scale scores in the student data file and a student's overall scale score for the subject. Again,

the visual indicators for claims in the student reports are meant to be a rough benchmark of a student's progress for that particular claim.

## What do the "U", "T" and "V" Mean on the Secure Site?

In the Student Summary page on the Secure Site (located through the Student Search function), next to a test cycle link there may be a "U", "T" or "V" to indicate a status of that test cycle.

"U" means the test cycle was unassigned for the student. This can be done for any number of reasons and it is hard to determine why a school may have unassigned a student from testing. Keep in mind, this does not mean that the student was or will be excluded from accountability calculations. If a student exits a school, the student must be exited in the Michigan Student Data System (MSDS) to remove a student from accountability calculations.

"T" means there was at least one test completed for the test cycle. This does not indicate that the student had a valid score or that all tests were completed.

"V" was only used for the MME prior to Spring 2015. This meant that the student had a valid score for all content areas (mathematics, reading, writing, science, and social studies). This was when a student had to take all three components of the MME (ACT, WorkKeys, and Michigan Mathematics, Science, and Social studies) in order to receive MME content area scores.

The components of the MME are no longer combined to create content area scores. In 2015 the tests were listed in the Secure Site as three separate tests; ACT, WorkKeys and M-STEP. In Spring 2016, the three MME tests will be listed as SAT, WorkKeys, and M-STEP. The "T" for 2015 and going forward for the high school assessments will mean the student took at least one portion of that assessment, again, not necessarily meaning the score was valid. A "T" next to

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SAT, ACT, and WorkKeys will mean the student took that test, but a "T" next to M-STEP means that the student took one or more of the M-STEP subject tests (ELA, mathematics, science, and social studies) in 2015; again not necessarily meaning the scores were valid.

These indicators may be helpful in determining which grade 11 and grade 12 students are **required** to test versus **eligible** to test. For additional information, please see [Who Must/Can Take the Spring 2016 MME?](#) located on the [MME](#) web page ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **Current Assessment Information**.

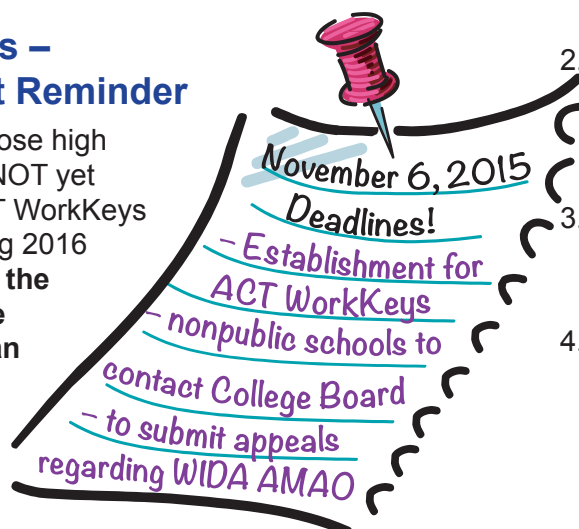
## Recorded MME Webcast and PowerPoint Presentation

The Spring 2016 MME Test Administration Webcast that was streamed on Wednesday, November 4, 2015, and the accompanying PowerPoint, will be posted in chapters during the week of November 9th on the [MI-Streamnet website](http://mistreamnet.org/videos/3504/michigan-merit-examination-mme-administration) (<http://mistreamnet.org/videos/3504/michigan-merit-examination-mme-administration>).

The PowerPoint from the Spring 2016 MME Test Administration Webcast will also be posted in chapters on the [MME](#) web page ([www.michigan.gov/mme](http://www.michigan.gov/mme)) during the week of November 9th.

## ACT WorkKeys – Establishment Reminder

This article is for those high schools that have NOT yet established for ACT WorkKeys as part of the Spring 2016 MME. **Please read the following and take action no later than 5:00 PM Friday, November 6, 2015.**



## How to Establish Your School:

The ACT WorkKeys school test coordinator—listed in the Educational Entity Master (EEM) system—should check his/her email box (and possibly junk folder) for an email from **statetesting@act.org** with a subject line of: ACT State and District Testing: Reminder – Please Establish Your School.

If the ACT WorkKeys school test coordinator received this email, he/she must follow the action steps below as soon as possible to complete the ACT WorkKeys establishment process for your school.

If your ACT WorkKeys test coordinator listed in the EEM system did **NOT** receive the email from **statetesting@act.org** (which includes information needed before the action steps below can be followed), he/she must call ACT State Testing at 877-560-8387, option 4 – then option 3, **no later than 5:00 PM Friday, November 6, 2015.**

## To Create Your Account in PA Next:

Create an account in PA Next (if you haven't already done so)

1. Locate system information in the [PearsonAccess<sup>next</sup> Basics](#) document located on the [ACT WorkKeys - Paper](#) web page (<http://www.act.org/aap/michigan/workkeys.html>) and click on **Test site Establishment Information** to access and review information about PA Next.
2. Look in your Inbox for the email from **NoReplyTheACTOnline@act.org** that includes a link and instructions to create your PA Next password.
3. Click on the link in the above-referenced email. Follow the prompts to create a PA Next password and submit the request.
4. Once you've created your account in PA Next, you'll receive a confirmation email with a link to log into the system.

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## To Establish Your School for ACT WorkKeys:

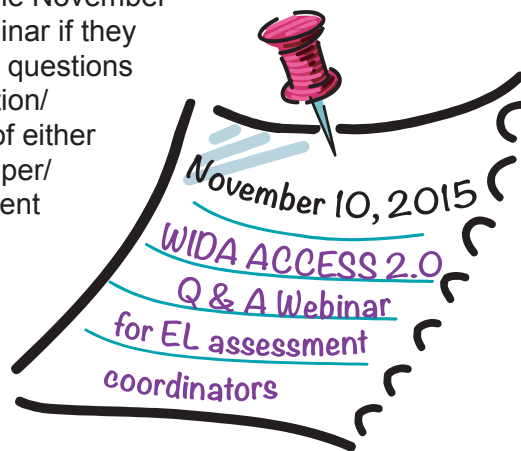
Enter your school's information for the ACT WorkKeys assessment into PA Next by doing the following:

1. Go to the [ACT WorkKeys - Paper](http://www.act.org/aap/michigan/workkeys.html) web page (<http://www.act.org/aap/michigan/workkeys.html>) and click on **Test site Establishment Information** to review the [School Establishment Guide](#) for information and instructions.
2. Follow the instructions in the **Establishment, Part 1: How to Submit Participation Data** section to complete your establishment ("participation") information.
  - a. **Note:** If you are not participating in the testing program, you're done after this step.
3. Follow the instructions in the **Establishment, Part 2: How to Verify Test Coordinators and Shipping Addresses** section to view your test coordinator and school information.
4. Check the **Test Coordinator Agreement** and/or the **Not Participating** fields to make sure they are completed.
5. Follow the online prompts to complete the ACT WorkKeys Establishment process.

## WIDA ACCESS 2.0 Reminder for English Learner (EL) Assessment Coordinators

English learner (EL) assessment coordinators preparing to administer the new WIDA annual summative English language proficiency assessment for ELs—the **ACCESS for ELLs 2.0**—in Spring 2016, should attend the November 10th Q & A webinar if they have remaining questions about coordination/administration of either the online or paper/pencil assessment **after** reviewing the currently available WIDA resources.

Please refer to the [October 29 Spotlight](http://www.michigan.gov/documents/mde/Spotlight_10-29-15_504675_7.pdf) ([http://www.michigan.gov/documents/mde/Spotlight\\_10-29-15\\_504675\\_7.pdf](http://www.michigan.gov/documents/mde/Spotlight_10-29-15_504675_7.pdf)) article **WIDA Webinars and Sample Item Information** for call-in and **pre-webinar** requirements.



## SAT Corner

*Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board*

### Prepare for the State-Sponsored Spring 2016 Testing

Remember all test material orders for the state-sponsored Spring 2016 PSAT 8/9 for 9th grade, PSAT 10 for 10th grade, and SAT, as a component of the Michigan Merit Examination (MME), will be integrated with MDE's Secure Site. Therefore, please do NOT place orders in College Board ordering systems. Instead, please be sure to take action on the following reminders:

### Remember to Update EEM by November 13, 2015

For the state-sponsored SAT, PSAT 10, and PSAT 8/9 administrations in Spring 2016, College Board will pull contact information from the Educational Entity Master (EEM) to drive the test center setup, establishment processes, and other communications. All schools participating must identify building-level staff members for each of the following positions:

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- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator (SSD)
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

An individual may serve in more than one role. For example, a building can have one staff member serve as the SAT Test Coordinator (TC), and that person may also serve as the TC for PSAT 8/9 and PSAT 10. The same person cannot serve as the TC and the Back-Up TC. Additionally, a school may have more than one SSD Coordinator; however a primary contact must be identified and included in EEM.

**For schools that tested with PSAT 8/9 or PSAT/NMSQT in Fall 2015 outside of the state-sponsored contract, your district-authorized EEM user must update EEM for spring testing.** For fall testing, schools included contact information in College Board's Test Ordering System; however this information will NOT transfer to EEM. In order to receive communications about Spring 2016 testing, please update the information in EEM by **11:59 PM on November 13, 2015.**

The PSAT/NMSQT Test Coordinator from the fall testing window may be identified as the SAT Test Coordinator, the PSAT 10 Test Coordinator, or both – but you must update the EEM. **Make sure that the EEM has contact information for all of the roles identified.**

**If your school or district did not participate in fall testing**, then simply add a staff member and contact information for each of the SAT, PSAT 8/9, and PSAT 10 coordinator roles into the EEM. There is no need to enter the information into the College Board's Test Ordering System at this time.

For more information regarding EEM, please see the [September 2 Memorandum on Preparing for Spring 2016 Assessments](http://www.michigan.gov/documents/mde/Preparing_for_Spring_2016_Assessments_499712_7.pdf) ([http://www.michigan.gov/documents/mde/Preparing\\_for\\_Spring\\_2016\\_Assessments\\_499712\\_7.pdf](http://www.michigan.gov/documents/mde/Preparing_for_Spring_2016_Assessments_499712_7.pdf)).

### Begin Accommodations Requests

Any schools with an attending institution (AI) code may begin requesting accommodations now. For schools that do not yet have an AI code from College Board, you will need to wait until you receive your AI Code from College Board in early December.

Accommodation requests should be made in [SSD Online](#) by **February 16, 2016**, for all three assessments: SAT for 11th-grade students, PSAT 10 for 10th-grade students, and PSAT 8/9 for 9th-grade students. It is the recommendation of the Michigan Department of Education and College Board to start this process early to ensure a thorough review.

If you don't already have access to SSD Online, the SSD Coordinator should request access on the [College Board SSD](https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access) web page (<https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access>).

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our [Michigan website](http://www.collegeboard.org/michigan) ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)).

## Important Dates

### Approaching Deadlines!

#### MME - ACT WorkKeys

- **November 6, 2015:** Deadline for Establishment for ACT WorkKeys as part of the Spring 2016 MME. See article on page 3.

#### Nonpublic Schools

- **November 6, 2015:** Deadline for nonpublic schools to contact College Board with intent to administer Spring 2016 MME, PSAT 8/9, and/or PSAT 10.

#### WIDA

- **November 6, 2015:** Deadline to submit appeals regarding the AMAO results for the 2013–14 school year through the [Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (<https://baa.state.mi.us/BAASecure/Login.aspx>). For more information and resources, please visit the [AMAO web page](http://www.michigan.gov/amao) ([www.michigan.gov/amao](http://www.michigan.gov/amao)).
- **November 10, 2015:** ACCESS for ELLs 2.0 Q & A and Assessment Preparation Webinar from 3:00 – 5:00 PM.

### November

#### SAT/PSAT

- **November 13, 2015, 11:59 PM:** Deadline to enter SAT and PSAT Coordinators in the EEM

#### Online Waiver Requests

- **November 20, 2015:** Deadline for districts to submit online waiver request(s) for their school(s) to administer the paper/pencil version of M-STEP, MI-Access FI, or WIDA ACCESS 2.0 assessments.
- Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html), ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_31168-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html))

#### M-STEP

- **November 9, 2015 – January, 15, 2016:** Window to request an off-site administration of the M-STEP. To request access, go to the [Spring 2016 M-STEP Off-Site Authorization Request](https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/) (<https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/>). See article on page 1.

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.